

20 January 1982

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science & Technology

FROM: John N. McMahon
Executive Director

SUBJECT: Coordination of Television Techniques and Facilities

1. I understand staff-level discussions have taken place on establishing an advisory panel for coordinating the acquisition and use of television facilities and for developing policy options for using television within the Agency. Rather than create another panel that could require staff support, I prefer to look to each of you to ensure that the appropriate coordination is taking place and any promising policy initiatives are forwarded for consideration.

2. The DDA should continue its efforts to develop a plan for coordinated equipment procurement and maintenance and should develop and maintain an Agency-wide inventory of equipment.

JN
John N. McMahon

cc: DDCI

Distribution:

- 1 - each addressee
- 1 - DDCI
- 1 - C/PS
- 1 - ER

MEMORANDUM FOR: DDCI

Bob:

I would like to hold the Deputies accountable in this area rather than create another group.

Harry Fitzwater would be responsible for coordinating equipment procurement and maintenance and developing and maintaining an Agency-wide inventory of equipment.

Any press?
[Signature]

Date 20 Jan 1982

ADMINISTRATIVE - INTERNAL USE ONLY

15 JAN 1982

NOTE FOR: Executive Director
FROM : Chief, Planning Staff
SUBJECT : Television Advisory Panel

Attached, for your signature, is a charter for a CIA Television Advisory Panel. This Panel is a follow-on to the previous (1975-1980) Presentational Means Steering Group which went out of existence when its chairman and members were transferred to other duties.

This Panel is being established as a result of a short study of TV production usage in CIA which we did for Admiral Inman as a result of an employee suggestion to integrate the facilities for and management of TV production facilities in CIA. Principal actions from Admiral Inman's review of the study were:

- continue separate facilities
- form the advisory group
- conduct an Agency-wide inventory of TV equipment

We have already initiated the inventory through the DDA. We have also coordinated this draft charter with all the Directorates, O/Comptroller, and O/Personnel. ✓

Upon issuance of the charter we will hold the first meeting of the group to:

- select a permanent Chairman
- get agreement on some definitions needed for the inventory of Agency TV production equipment

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director of Operations
Deputy Director for Science and Technology
Director of Personnel
Comptroller

FROM: Executive Director

SUBJECT: Coordination of Television Techniques and Facilities

REF: 2 October 1979

STAT

1. This memorandum establishes a CIA Television Techniques and Facilities Advisory Panel to assist in the coordination of the acquisition, use, maintenance, etc. of television facilities and equipment. This Panel will replace the previous CIA Presentational Means Steering Group which began informally in 1976 and was given a formal charter in 1979 (reference). That charter expired in 1980.

2. The Panel will advise the CIA Executive Committee on

- (a) requirements for television techniques for intelligence presentation, training, and support. Sensitive operational uses by the Operations and Science and Technology Directorates and national program uses are excluded.
- (b) the state of the art of television technology and techniques;
- (c) needs for TV facilities, equipment and specialized skills;
- (d) policies for mutual support, coordination and integration of such facilities amongst Agency users; and
- (e) priorities for enhancing existing television capabilities.

3. Initially, the Panel will consist of representatives from the Office of Communications, Office of Training, Office of Global Issues, Office of Central Reference, Office of Current Operations, Printing and Photography Division/OL, Office of Logistics, Comptroller and user elements of the DDO and DDS&T. Other user representatives can be added as necessary. Planning officers of each directorate and a representative of the Planning Staff will be ex officio members of the panel. The panel will be chaired on a rotating (yearly) basis between representatives from organizations in the DDA and NFAC as the major users of TV facilities.

John N. McMahon

ADMINISTRATIVE - INTERNAL USE ONLY